

Keep your emails short, following a standard structure:

Over time, you'll develop a structure that works for you. Here's a simple structure to get you started:

1. greeting
2. the reason for your email
3. closing remarks

Let's look at each of these in depth.

1. *Greeting.* This is the first line of the email. "Thank you for . . ." is a typical greeting.

2. *The reason for your email.* In this section you say, "I'm emailing to ask about . . ." or "I wondered if you could help with . . ." You'll sometimes need two sentences to explain your reasons for writing.

3. *Closing remarks.* "Thank you for your interest . . ." Before you sign off your email, be sure to include a closing line. This has the dual purpose of reiterating reason for the email and a summary to the email.

Examples of good closing lines include:

- "Thank you for all your help with this."
- "Does that sound good?"
- "I'm looking forward to hearing what you think."
- "Let me know if you have any questions."